

WATER QUALITY SPECIALIST

DEFINITION:

Under general direction of the Utility Systems Manager, assist and advise in development, implementation, and maintenance of drinking water and wastewater system quality control standards. Assist in development and implementation of water loss reduction program, water quality monitoring, and water management plans as directed. Assist in the operation of Water and Wastewater Systems as directed. Prepare technical reports as directed.

CLASS CHARACTERISTICS:

This classification works independently and is expected to perform essential job duties with a minimum of supervision.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Monitor drinking water supply for compliance with state drinking water standards and perform necessary maintenance work to ensure compliance with standards.
2. Monitor and recommend water quality process changes to Utility Systems Manager.
3. Prepare monthly water report for submittal to the State of California.
4. Prepare annual water reports for submittal to the State of California and consumer and prepare other water quality reports as necessary.
5. Monitor wastewater collection system quality to ensure compliance with wastewater discharge permit requirements and perform necessary maintenance work to ensure compliance with standards.
6. Review water and wastewater laboratory testing as required.
7. Participate and perform job duties in support of the City's Backflow Prevention Program and perform necessary repairs.
8. Assist in the continued development and implementation of a long-term water management plan, including a water loss reduction program for the City.
9. Monitor groundwater levels and update pertinent records with data regarding production/consumption comparisons and projections.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

10. Provide administrative support to Utility Systems Manager.
11. Perform other related duties as required.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Assist with water and wastewater maintenance duties as required.

QUALIFICATIONS:

Knowledge of:

1. Methods and procedures for reading and adjusting domestic water meters.
2. The geography, topography and general place locations within the City service area.
3. Working knowledge of the operation and maintenance of water supply and distribution system including cross connection control and back flow prevention.
4. The use of common hand tools.
5. The safe and proper handling of chemicals used in water treatment and distribution.
6. Maintenance of wells, boosters, and reservoirs.
7. Preventative maintenance procedures for wells and boosters.
8. Pressure zones and their effect on a water distribution system.

Skill in:

1. Analyzing water and wastewater quality and recommending corrective actions.
2. Responding to customer complaints regarding water quality.
3. Making basic mathematical calculations quickly and accurately.
4. Making repairs and adjustments to water quality equipment.
5. Dealing tactfully with customers.

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Ability to:

1. Read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
2. Write reports, business correspondence, and procedure manuals.
3. Effectively present information and respond to questions from fellow employees and water service customers.
4. Calculate figures and amounts such as proportions, percentages, area, circumference, and volume and apply concepts of basic algebra and geometry.
5. Solve practical problems and deal with variables in situations where only limited standardization exists.
6. Trouble shoot and recommend solutions for repair of wells, boosters, and reservoirs.
7. Maintain pressure reducing valves and clay valves in pump stations and in the distributions system.
8. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
9. Rapidly learn the specific procedures related to the work.
10. Maintain effective working relationships with those contacted in the course of the work.
11. Work independently with little supervision.

JOB REQUIREMENTS:

1. Must possess a valid Class C California driver's license in conformance with adopted City driving standards.
2. Must have the physical stamina to climb embankments and stairs.
3. Must be willing to work in a variety of weather conditions.
4. Willingness and ability to work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when working stand-by duty.

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JOB REQUIREMENTS (Continued):

5. Willingness and availability to respond to emergencies on a 24-hour stand-by basis.
6. Within three months of date of hire in this classification, employee must reside or have made temporary arrangements to reside within a 30 minute response time when assigned to stand-by duty.
7. Must possess a California Water Treatment Operator Grade II certificate from Department of Health Services.
8. Must possess a Backflow Prevention Testers Certificate issued by the AWWA or USC or must obtain this certificate within one year from date of hire.

OTHER QUALIFICATIONS:

1. Associates of Arts degree (A.A.) from two-year college or university with major course-work in chemistry, biology, microbiology or related field or sixty semester units of college course work in chemistry, biology, microbiology or other related field of study is highly desired.
2. Three years of work experience in water production and treatment is required.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Automobile
2. Reports, forms, pencils and pens
3. Hand tools and power tools
4. Motorized equipment
5. Cutting tools
6. Digging tools
7. Pumps
8. Generators
9. Hand-held computer and accessories
10. Two-way radio

PHYSICAL DEMANDS:

1. Reach with hands and arms
2. Walking
3. Sitting
4. Using hand to finger (frequent use of computer)
5. Handles or feel objects, tools or controls (to adjust dials, etc.)

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PHYSICAL DEMANDS (Continued):

6. Talking
7. Hearing
8. Standing
9. Climbing (frequently has to climb steps to obtain samples weighting 4 lbs +)
10. Balancing
11. Stooping, kneeling, or crouching
12. Crawling
13. Lifting - regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift up to 50 pounds (sample: ice chest containing several gallons of water).
14. Vision - includes close vision, color vision, peripheral vision, and the ability to adjust focus.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 5% of the time
Travel: varying conditions, 95% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying outdoor levels
3. Flooring: grass, gravel, rock, asphalt, dirt, stairs, etc.
4. Dust: normal outdoor levels
5. Hazards: possibility of encountering hostile dogs; working in sites that are in varying stages of construction and development, frequently works near moving mechanical parts